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December 1, 2011

TO: Certifying Officers of the Public Employees' Retirement System (PERS), Teachers' Pension and Annuity Fund (TPAF), Police and Firemen's Retirement System (PFRS), or State Police Retirement System (SPRS)

FROM: Marylou Mayoros, Chief,
Retirement Bureau, Division of Pensions and Benefits

SUBJECT: Applications for Disability Retirement

This letter is being distributed to address issues that have arisen with applications and supporting forms for disability retirement received by the Division of Pensions and Benefits.

Employers and employees should note the following if applying for an Ordinary or Accidental Disability.

- Due to recent court rulings and changes to the Division policies and procedures, the applications, forms, and supporting information required for review and approval of disability retirements have changed.
- If applying for a disability retirement, members should apply using the online Retirement Application in the Member Benefits Online System (MBOS). Applying through MBOS provides the fastest and most efficient processing of all types of retirement applications.

In cases of *involuntary* retirement applications, employers should apply using the online Retirement Application in the Employers' Pensions and Benefits Information Connection (EPIC). Note: Employer resolutions/letters required for *involuntary* retirements must be forwarded to the Division separately.

- If applying using the paper *Application for Disability Retirement* forms, members and employers **must** submit the most recent versions of the application and supporting forms (physician's report, medical release. etc.).

Because of the extent of the changes to the application and forms, **older versions can no longer be accepted by the Division**. If obsolete versions are received, the member will be sent the correct forms along with a letter indicating that the application and supporting forms must be re-submitted using either the *current* paper version or through MBOS.

- The current approved versions for all of the Division's applications and forms are available in printable PDF format on the Division's Web site at: www.state.nj.us/treasury/pensions At the home page, click the link to "Forms and Publications."
- Information on registering for and using MBOS, or EPIC, is available on the Division's Web site at: www.state.nj.us/treasury/pensions At the home page, click the links under "Online Services."